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81-1658

4 August 1981

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MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence
~~Deputy Director for Administration~~
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Director of Personnel
Comptroller
Director, Office of Equal Employment Opportunity

FROM : Director, Office of Policy and Planning

SUBJECT : Office of Policy and Planning

I plan to be on annual leave August 6-27. In my absence, the different
OPP Staff Chiefs will be working directly with you, as in recent weeks, on
matters for which this Office is responsible. On matters affecting the Office

STAT as a whole [redacted] will be standing in for me.

[redacted]
Robert M. Gates

STAT

81-1658

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DDA	AM	5 AUG 1981
2.	ADDA	H	8-6
3.	DDA		7 AUG 1981
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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